



## Homeland Security Exercise and Evaluation Program (HSEEP) Training Course

# California Emergency Management Agency HSEEP Training Course Invitation

### What is the HSEEP Training Course?

The Homeland Security Exercise and Evaluation Program (HSEEP) Training Course is a newly developed, intermediate-level training course that incorporates the HSEEP Toolkit while using the HSEEP methodology. Throughout the course, participants will learn about topics including program management, design & development, exercise conduct (discussion-based and operations-based), evaluation, and improvement planning. The course will walk participants through the toolkit with an emphasis placed on creating a tabletop exercises (TTX).

The HSEEP Training Course is an interactive course that allows participants to share personal lessons learned and best practices while gaining practical experience. In addition to the instructor-led course presentations, the course includes small group activities, videos, group discussions, and the HSEEP Toolkit and capabilities-based planning (e.g., Target Capabilities List and Universal Task List). This blended approach will give participants hands-on experience that readily translates to real-world exercise responsibilities. Activities include creating exercise documentation, conducting exercise planning conferences and briefings; and practicing exercise evaluation.

The course has been developed by the California Emergency Management Agency Training and Exercise Branch using the federal course as a guide while receiving input from Federal partners, Subject-Matter Experts, State, and local representatives.

**TO REGISTER for this class, please send your Name, Agency, Email Address and Office Number to: [CAHSEEP@CalEMA.CA.Gov](mailto:CAHSEEP@CalEMA.CA.Gov) Please Note-This Email Address Has Changed**

#### When:

**September 13-16, 2010 TUITION IS FREE!** Participant agency is responsible for lodging costs if needed. Grant funds are authorized for reimbursement through your grant manager.

#### Where:

It will be held at the **City & County of San Francisco Emergency Operations Center 1011 Turk Street, San Francisco, CA 94102.** Directions will be sent to those who have registered.

#### What time:

Training days will begin at 8:00 a.m. each day and will typically end around 5:00 p.m. Doors open at 7:30 a.m.

#### Requirements:

Since this course is an intermediate level course, the following requirements MUST be met for admission to the course:

**A CURRENT LOG ON TO THE HSEEP TOOLKIT IS REQUIRED.** Each participant will be working in the Toolkit daily throughout the course. Gaining access is generally a simple process but you need to allow a few days prior to the class to obtain your password.

Use the link below to self-register for your HSEEP Toolkit log on password. You can fill in your information in the boxes and click "submit".

The link is [https://hseep.dhs.gov/dhs\\_sso/Register.aspx](https://hseep.dhs.gov/dhs_sso/Register.aspx) (the space between dhs and sso is an underscore)

**IS-120A IS A PREREQUISITE** for the course. It is also recommended that you complete IS-139 Exercise Design. Access to IS-120A & IS-139 (online course) can be found on the Federal Emergency Management Agency (FEMA) - Emergency Management Institute (EMI), Independent Study Program (ISP) home page (<http://training.fema.gov/IS/crslist.asp>).